

Trainee Name: _____ Training Coordinator: _____

APPENDIX E – TRAINING DOCUMENTATION – FORENSIC LABORATORY SPECIALIST

The training coordinator is responsible for maintaining the training program documentation. Each section in the chart below must be initialed and dated upon completion of the specified task. If any task is not completed, for any reason, this must be explained in the training file.

MODULE	BEGIN DATE	MODULE COMPLETION DATE	COMMENTS
Orientation			
Laboratory & Glassware			
Reagent Preparation			
Ordering/ Stocking			
Color Tests			
Thin Layer Chromatography			
Gas Chromatography			
GC/Mass Spectrometry			
Pharmaceutical Preparations			

Trainee Name: _____ Training Coordinator: _____

MODULE	BEGIN DATE	STUDY QUESTIONS	PRACTICAL EXERCISES	FINAL EVALUATION	MODULE COMPLETION DATE	COMMENTS
Extractions		N/A				
Balances			N/A			
Evidence Transfer			(Record dates of observation)			
Infrared Spectroscopy						